

<p style="text-align: center;">CITY OF BEAVERTON Police Inventory Control Specialist</p>
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General Summary

Maintain inventory for police equipment and supplies. Maintain schedules for maintenance and repair of police equipment and supplies. Update and maintain automated inventory and tracking systems.

Key Distinguishing Duties

Overall responsibility for maintaining the inventory of equipment and supplies for the police department.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Maintain the inventory of all portable and mobile radios. Work with Washington County Consolidated Communications Agency (WCCCA) in the maintenance of our communications equipment. Place work orders when needed and transport the equipment to WCCCA when required.
2. Ensure conditioning and replacement occurs for all radio and flashlight and batteries.
3. Maintain the inventory of all Department equipment and supplies. Inventory and order forms unique to patrol.
4. Maintain supplies for all intoxilyzer and drug test kits. Order additional supplies when needed.
5. Arrange for equipment repair with appropriate organization.
6. Update and maintain automated inventory and tracking system for equipment, supplies, repair and maintenance.
7. Act as liaison with the city garage for repairs/maintenance on patrol vehicles.
8. Maintain necessary supplies to stock equipment and supplies for police vehicles.
9. Participate in section operational processes including procedure development and implementation.
10. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.

11. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
12. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
13. Participate in the City Emergency Management program including classes, training sessions and emergency events.
14. Follow standards as outlined in the Employee Handbook.
15. Produce an acceptable quantity and quality of work that is completed within established timelines.
16. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Basic knowledge of practices and principles of inventory management.
- ◆ Basic knowledge of the laws and regulations governing inventory management.
- ◆ Working knowledge of policies, processes, procedures and general orders related to inventory management of police equipment, supplies and forms.
- ◆ Working knowledge of practices and principles of public/business administration and decision-making.
- ◆ Basic knowledge of strategic planning methods with an emphasis on services related to inventory management.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Ability to perform basic data analysis and prepare reports.
- ◆ Strong skill in alpha-numeric filing and accurate record keeping.
- ◆ Strong ability to maintain databases for inventory control and equipment maintenance and repair.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations.

- ◆ Strong ability to use a keyboard and word processing, spreadsheet and database programs or other application software as required for position.
- ◆ Strong ability to use general office equipment.

Minimum Qualifications Required for Entry

High School diploma or GED and 2 years experience in a general office environment, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily standing for prolonged periods; frequent operation of a motor vehicle on public roads; weekly lifting, moving and carrying of objects 20-40 pounds; weekly crouching, crawling, bending, kneeling, reaching to perform inventory activities; occasional attendance at meetings or activities outside of normal working hours;

Classification History

Classification created: July 2004

Revised: 11/04

Revised: 1/1/09

Status: Beaverton Police Association

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date